

District 4: William Wheaton, 517/629-2005 (term expires December 2000)

District 5: Arthur Davis, 517/629-4482 (term expires December 2000)

District 6:

The City of Albion operates under the Council-Manager form of government. City residents elect a Mayor and a City Council to preside over the City, and the City Council appoints a City Manager to handle the day-to-day administration of the City. The City Manager makes recommendations to the Council, and the Council acts on business at regularly scheduled meetings.

The Albion City Council consists of the Mayor and six Council members. Council members are elected to four-year terms, staggered every two years. A Mayor is elected every two years.

The Mayor is the presiding officer of the City Council. He or she is a voting member of the Council. The Mayor makes all appointments approved by the Council except those required by law or ordinance to be made by another officer or agency of the City. If a vacancy occurs in the Mayor's office, or the Mayor is unable to perform his or her duties, the Council member elected Mayor Pro Tem succeeds the Mayor.

The Albion City Council represents the City and its citizens. The Council is responsible for adopting and amending City laws and ordinances, determining City policies and standards, and authorizing the annual City budget. The Council also determines City tax millage rates and utility rates, and approves contracts and agreements for the City.

The Albion City Council meets on the first and third Mondays of the month at 7:00 pm in the Council chambers at City Hall (112 W. Cass Street). Meetings are broadcast live on Americable Channel 12. Council Agendas are available for review at City Hall on Fridays preceding meetings. Minutes of City Council meetings are available at City Hall and at the Albion Public Library (501 S. Superior Street).

Time for citizen comments is set aside twice during each Council meeting, once near the beginning of the meeting and once near the end.

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CITY MANAGER

CITY MANAGER
112 W. Cass Street
Albion, MI 49224

Kim A. Cox



City Manager:

Executive Secretary/Administrative Assistant: Mittie Jones

Telephone: 517/629-5535

FAX: 517/629-2238

The City Manager is the chief administrative officer for the City. He is responsible for implementing the policies of the City Council. He directs City activities, submits reports, makes recommendations to the City Council and its various Boards and Commissions, and represents the City at various official meetings and functions. He is responsible for preparing the annual municipal budget for recommendation to the City Council and serves as the City's purchasing agent.

In addition to overall municipal management responsibilities, the City Manager must coordinate, develop and implement local ordinances, services, community relations and economic development to ensure the high quality of life for community residents.

The City Manager's support staff includes the Executive Secretary/Administrative Assistant and the

Human Resources Director.

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CITY ATTORNEY

Robison & Sims PC
911 N. Eaton Street
Albion, MI 49224

City Attorney: Charles Robison
Secretary: Diana Holmes

Telephone: 517/629-2171
FAX: 517/629-3289

The City Attorney is the legal advisor for the City Council. He attends Council meetings and serves as attorney for several City boards. He prosecutes City ordinance violations and represents the City in legal proceedings.

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HUMAN RESOURCES DEPARTMENT

112 W. Cass Street
Albion, MI 49224

Human Resources Director:

Telephone: 517/629-5535
FAX: 517/629-2238

Under the supervision of the City Manager, the Human Resources Director handles personnel matters for the City of Albion, including hiring, employee benefits, contract negotiations and OSHA compliance. The Human Resources Director also serves as Chairperson to the City's Safety Committee and is responsible for the development and implementation of municipal safety training programs.

The Human Resources Director is the City Manager's designee to hear and process employee grievances, to administer personnel policies and labor agreements with various bargaining units and to oversee the City's workers compensation and unemployment compensation activities. This Department is responsible for compliance with applicable state and federal employment laws and Family and Medical Leave policies, and oversees compliance with the Americans with Disabilities Act. The Human Resources Director also administers the City's Employee Assistance Program (EAP).

Questions about job openings with the City and comments or complaints about City employees should be referred to this Department.

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ASSESSING DEPARTMENT

112 W. Cass Street
Albion, MI 49224

City Assessor: Doris Borthwick
Senior Staff Appraiser: Anna Earle

Telephone: 517/629-5535

FAX: 517/629-2238

The City Assessor appraises the personal and real property (commercial, industrial and residential) within City limits for tax purposes. Property tax dollars paid to the City of Albion fund essential public services, from police and fire protection to parks maintenance.

The main purpose of the Assessor's Office is to prepare an assessment roll by the Tuesday following the first Monday in March. This roll contains the owner's name and last known address, legal description, and the Assessment and Taxable Value for each parcel of real and personal property in the City. In Michigan, property is assessed at 50% of True Cash Value. A Board of Review signs the roll after hearing appeals from property owners.

Where Your Property Taxes Go

Only a portion of the taxes you pay are actually used to fund City government. The City of Albion serves as the collecting agency for all units that levy property taxes. The total 58.1868 millage for 1996 non-Homestead properties is divided in the following ways:

UNIT OF GOVT. MILLS PERCENTAGE*

Non-homestead Homestead

Public School Operating	18.0000	31%
City of Albion	13.4988	23% 34%
Calhoun County**	7.4119	13% 18%
Intermediate School District	6.1022	10% 15%
State Education Tax	6.0000	10% 15%
Public School Debt	4.3000	7% 11%
Kellogg Community College	2.8739	5% 7%

Total Percent: 100% 100%

Total Mills: 58.1868 40.1868

*Percentages are rounded to nearest whole number.

**The Calhoun County millage includes .75 mills voted in on 11/5/96 for services to senior citizens.

Summer tax bills are for the City of Albion millage, about 23% of the total non-Homestead millage for the year. Winter tax bills are for all of the other units listed above.

Board of Review

State law provides for a Board of Review to hear appeals from property owners who believe that their assessments are higher (or lower) than 50% of the fair market value. The Board consists of four Albion taxpayers appointed by the Mayor and confirmed by City Council to four-year terms. The Mayor also serves on the Board of Review. The Board of Review hears appeals during the third week of March. (In July and December, the Board considers only 'clerical errors and mutual mistakes of fact,' poverty exemptions and late filings of Homestead Affidavits.)

To appeal successfully to the Board of Review, it is useful to do the following:

- 1) Review your property record card to see if the information about the land and building is correct.
- 2) Look at the sales study prepared by the Assessor's Office showing properties sold during the past three years in your neighborhood. Drive by these properties and find several that are similar to yours.
- 3) Be prepared to talk about any conditions inside the building or in the neighborhood that may affect

office or the Albion Volunteer Service Center (517/629-5574).

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DEPARTMENT OF PUBLIC WORKS

112 W. Cass Street
Albion MI 49224

Director/City Engineer: Leroy Schmidt

Telephone: 517/629-5535

Water & Sewer Division Superintendent:

Wastewater Treatment Plant Telephone: 517/629-3011

Water/Sewer Division Telephone: 517/629-3627

Street Division Superintendent: Joe Domingo

Telephone: 517/629-3610 or 517/629-9530

Emergencies: 517/629-3933 (Public Safety)

Parks & Cemetery Division Superintendent:

Parks Division Telephone: 517/629-9313

Riverside Cemetery Telephone: 517/629-2479

The Water Division is responsible for making sure that state and federal guidelines are met for the delivery of a safe drinking water supply. The Water Division oversees functioning and testing of water wells and chemical additives and maintains the water mains, water tower and water pumps as well as the city's fire hydrant system.

The Sewer Division is responsible for the safe and effective operation of the sewer collection system and the safe transmission of waste waters to the Wastewater Treatment Plant. The Wastewater Treatment Plant treats residential and industrial waste waters to remove solids and harmful minerals, and disinfects the water for safe discharge into the Kalamazoo River.

The Street Division provides for the safe and smooth flow of traffic by maintaining traffic control devices and keeping the streets clean and free from potholes, leaves, limbs, trash, snow and ice. The Street Division maintains the City streets, parking lots, curbs, gutters, sidewalks, storm sewers, bridges and street trees. Special projects include preparations for the Memorial Day ceremony, Festival of the Forks and Albion Aglow; special services include Christmas tree pickup.

The Parks Division maintains Albion's 17 parks as well as the grounds of the Library, Depot and City Hall. The city's Forestry Program provides for inspection of city trees to determine maintenance needs. The **Cemetery Division** maintains Riverside Cemetery, prepares burial plots and keeps burial records. See the separate listings under **Parks** and **Riverside Cemetery** for details about these two areas.

Why is my water orange?

Albion's water is sometimes discolored by iron and manganese deposits. The water is treated with fluoride (for dental health), chlorine (to make it safe to drink) and polyphosphates (to cut down on flecks and rust). The City is currently exploring options to improve Albion's water supply.

Why is my water bill suddenly so high?

Normally there is not a problem with the water meter or the meter reading. Most often, there is a problem in your home that you may not become aware of until your quarterly bill arrives. Those problems most commonly include a leaky or running toilet, a leaky faucet or leaking sprinkler hookups, or a water softener that cycles improperly. Check in and around your home if you notice a sudden increase in your bill. If you still cannot locate the problem, call the Water Division.

What happens if my water bill payment is late?

You have about 30 days to pay your water bill without penalty. After 30 days, the City waits two more weeks to receive your payment. If payment isn't received, you will be sent a Shut Off Notice. You must then pay at least half of the amount due by 5 p.m. the day **before** the Shut Off date to avoid having your service shut off. If you come in on the Shut Off date, you will be too late. A \$25 Water Shut Off Charge is imposed if you miss this deadline.

What if my sewer backs up?

Sewer backups are occasionally caused by problems with the main sewer line, but more commonly the problem occurs in the line between a residence and the main line. If the problem is in the main line, the City will fix it, and a homeowner may submit a claim to the City if there is any damage resulting from that type of backup. If the problem is in the line between the residence and the main line, the homeowner is responsible for repairs and should contact a private plumber. Many sewer problems are preventable; frequently they are caused by foreign objects being flushed down toilets. In sewer emergencies, call 517/629-3627.

What about the potholes in my street? The cracks in my sidewalk?

The Street Division does its best to maintain streets and sidewalks, but Albion has over 50 miles of streets and 100 miles of sidewalks, and resources are limited. The City does have a maintenance schedule for street and sidewalk repair, but it may not be possible to do these repairs as quickly as residents would like.

What are the property owner's responsibilities for sidewalks?

Under the municipal code, property owners are required to remove any obstruction such as snow, ice, mud, rubbish, debris, leaves or other substances that accumulate on their abutting sidewalks. Snow should be removed within 24 hours. Residents may not place or plow snow, ice or other debris on any public street, sidewalk or City right-of-way. The Director of Public Works has the authority to give notice to adjoining property owners to repair or replace sidewalks determined to be a hazard or in a state of disrepair. Property owners interested in having an entire section of sidewalk repaired or replaced all at once have the right to petition the City Council for such a public improvement and to give the City permission to assess for these repairs.

When is the tree dump open?

Because of citizen requests for more open hours, the tree dump will be open two Saturdays a month starting in April 1997. The tree dump, available to residents for disposal of residential yard waste, is open from April through October each year,

8 a.m. to noon. Commercial businesses are prohibited from using the tree dump. Residents will need to purchase a \$5.00 annual pass at the City Clerk's office to use the tree dump.

What about leaf pickup?

Leaf pickup is usually done in early November. Pickup dates are published in local papers, or you may call the City at 517/629-5535 for the pickup schedule. Residents should rake their leaves to the curb but

the market value of your property.

The Board will discuss your appeal and vote on it. They will notify you by mail approximately two weeks after your hearing to let you know their decision. Their reply gives instructions for appealing to the Michigan Tax Tribunal by June 30.

Proposal A / Homestead Affidavits

The Assessor's Office provides services related to recent changes in Property Tax law through Proposal A. Close to 2,000 Albion residents have filed Homestead Affidavits in the City Assessor's Office, certifying that they own and occupy property as their principal residence as of May 1, 1996. This entitles them to pay 40.1868 mills in 1996 instead of the 58.1868 mills charged for non-Homestead properties. For the owner of a \$40,000 property, this means a savings of \$360.

It is important to remember to 'rescind' your Homestead if you sell your home or use it as a rental property. If you purchase a new home, the current Homestead remains in effect until the end of the year. There are penalties for filing affidavits for properties that are not owner-occupied. Call the Assessor's Office if you have any questions about this. The July and December Board of Review can add Homesteads if you qualified on May 1 but filed late.

Proposal A provides that the Taxable Value of property cannot increase more than the rate of inflation each year, except in the year following the year of transfer. The Assessor's Office reassesses properties that have been sold by reviewing their records and driving by the properties. The Assessor takes into consideration such things as the quality of construction, depreciation and yard improvements in determining if any assessment changes should be made for the following year.

Home Improvements

Michigan tax law provides that the Assessor is 'not to consider' normal maintenance when assessing residential property. If you are doing extensive remodeling of your existing home (replacing windows, adding siding, reroofing, redecorating), please contact the Assessor's Office for a 'Mathieu Gast' or 'Non-Consideration' form. On this form you note the amount spent on these 'normal' improvements. The Assessor then estimates the value of the property before and after these improvements. The difference will **not** be added to your assessment but will be noted on the roll as part of the legal description. However, when the property sells, this amount will be added to the assessment.

Property Transfer Affidavits

If you purchase property by a deed or land contract, inherit property from a parent, or transfer property into a trust, new State law requires the new owner to file a Property Transfer Affidavit within 45 days of the transfer. This simple form asks for date, purchase price, buyer and seller names, and whether buyer and seller are related. This form helps provide current market data for sales studies.

Poverty Exemptions

The City of Albion has a written policy for granting partial poverty exemptions for persons who own and occupy a home, meet the Federal poverty guidelines, have no more than \$5,000 in assets, and can show that their taxes would exceed 3.5% of their gross income. The value of the home must be less than \$36,326 (the average True Cash Value of an Albion home). If you think you might qualify, please contact the Assessor's Office for a form and further information. The completed form and supporting documents must be given to the Assessor the Friday before the Board of Review meets in March, July or December.

Other Services

The Assessor's Office provides a variety of useful information to property owners, newcomers, realtors, financial institutions, title companies and appraisers. Common questions include, 'Who owns the

property located at ...?' 'How large is my lot?' 'When was this house built?' 'What is the legal description of my property?' The Assessor's Office answers these questions by looking at property record cards, deeds and neighborhood plat maps.

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CITY CLERK/TREASURER/FINANCE DIRECTOR

112 W. Cass Street
Albion, MI 49224

Interim City Clerk/Treasurer/Finance Director: Jan Lazar
Assistant Finance Director/Deputy Treasurer: Wilma Bahr

Telephone: 517/629-5535

FAX: 517/629-2238

This department serves as the City's business center, maintaining all City financial records, handling investments, overseeing two City pension systems, collecting property and income taxes, collecting payments for water and sewer, registering voters, coordinating elections, maintaining City records and handling the City's Risk Management functions.

Payments for water and sewer, City income tax and property tax may be mailed to the City or paid at the Clerk's window just inside City Hall. Bills for water and sewer are mailed out quarterly. Property tax bills are sent out twice yearly. Winter property tax bills are sent out by December 1 and are payable through February 14; Summer property tax bills are sent out July 1 and are payable through August 10. Winter taxes are paid to the school system and the County; Summer taxes go to the City. See the **Assessing Department** section for details about your property taxes.

Voter registration can be done at the Clerk's window. You must be a U.S. Citizen and at least 18 years old. You may only register for yourself. Registration must be done at least 30 days prior to an election if you wish to vote in that election. If you have gone 8 years or 2 presidential elections without voting, your voter registration will expire, and you must come to City Hall to have it reinstated.

Where do I vote?

VOTING PRECINCTS POLLING PLACE ADDRESS

Precinct 1 Crowell School 1418 Cooper Street
Precinct 2 Albion Public Library 501 S. Superior Street
Precinct 3 St. John School 1020 Irwin Avenue
Precinct 4 Junior High School 401 E. Michigan Avenue
Precinct 5 Junior High School 401 E. Michigan Avenue
Precinct 6 Harrington School 100 S. Clark Street

How long are the polls open?

Polls are open from 7 a.m. until 8 p.m. on election days.

What about absentee ballots? Emergencies?

Absentee ballots may be obtained by filling out an application, available at the Clerk's window or by writing to the City Clerk at 112 W. Cass Street. The application must be filled out by the person who will be voting absentee. Emergency voting may be done in City Hall up until the day before an election.

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DEPARTMENT OF NEIGHBORHOOD SERVICES

112 W. Cass Street
Albion, MI 49224

Director: Ken Lashuay
Associate Planner: Kirsten Helmbreck
Secretary: Lisa Warren

Telephone: 517/629-5535
FAX: 517/629-2238

The mission of the Department of Neighborhood Services is to improve the quality of life in Albion by encouraging and regulating property development, identifying and implementing goals for the community, coordinating public improvements and working toward local revitalization.

The Department works with homeowners and developers to ensure compliance with local zoning regulations. The Department administers housing and commercial rehabilitation grant and loan programs when these programs are available. Currently, the Department is administering housing rehabilitation and down payment assistance programs for local residents.

Department staff members are available to answer questions from local residents regarding zoning regulations ('Where can I open a restaurant?') and setback requirements ('How far does a new garage need to be from my property line?'). The Department also provides technical assistance for revisions of the zoning ordinance, subdivision regulations, the comprehensive plan and capital improvements programming.

Applications for variances may be obtained at the Planning Department. Variances are required when homeowners or business owners want to vary from the zoning code. Typical variances include changes in yard setback requirements and fence heights. Variance requests are heard by the Zoning Board of Appeals.

The Planning Department provides staff support to the Planning Commission, the Zoning Board of Appeals, the Downtown Development Authority, the Human Relations Committee and, through the City Manager's Office, the City Council.

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CITY INSPECTION DEPARTMENT

112 W. Cass Street
Albion, MI 49224

City Inspector: John Harden

Telephone: 517/629-5535
FAX: 517/629-2238

The City Inspector's primary concern is safety. The Inspector is responsible for enforcing City building codes, issuing permits, inspecting buildings, administering specialty inspections and responding to building code-related complaints. The Inspector enforces the Building, Electrical, Mechanical, Plumbing and Property Maintenance Codes based on 1993 BOCA and 1993 NEC rules with amendments enacted by the State of Michigan and the City of Albion. The Inspector also enforces the Solid Waste Ordinance and coordinates City Clean-Up projects.

Building Permits

Permits are not required for repair or maintenance, only for alterations to a structure or a change in its use. The rule of thumb: a project that involves more than 25% of the structure is no longer considered a *repair* (for example, replacing shingles on the roof) but an *alteration*, so a permit is required. Contact the Inspection Office for the current fee schedule.

You must get a building permit *before* beginning any new construction or making any structural alterations. Failure to get the permit in advance may result in an additional fee. Applications for a permit must be accompanied by complete plans and specifications for construction, including a sketch.

Do I need a permit to...

Put up a fence? YES
Build a deck? YES
Put siding on my house? YES
Put shingles on my roof? YES
Put up a permanent sign? YES
Replace my furnace? YES
Replace my water heater? YES
Tear down my garage? YES

Paint my house? NO
Repair my bathtub? NO

Inspections

For new construction, a preliminary inspection of the site is conducted to ensure zoning compliance. First inspection of a building under construction assures that footings, foundations and structural frames meet City Ordinance and building code requirements. The Inspector conducts a second inspection before walls are closed, and a final inspection when the construction is completed. Properly conducted inspections help ensure your safety and can actually lower your home insurance rates.

Existing buildings are inspected to locate structural violations and health and safety hazards in order to prevent further deterioration of buildings and property.

In conjunction with the Public Safety Department, this Department conducts annual inspections of taxis, mechanical amusement devices, and vehicles used to haul residential trash.

Demolitions

A permit is required to tear a structure down. You must also notify adjacent property owners of your intentions. Buildings considered unsafe and a public nuisance may be torn down by the City.

Noxious Weeds Ordinance

The Inspector also enforces the Noxious Weeds Ordinance. This ordinance requires that lawns be mowed at least twice a year, and that grasses should never be higher than 10 inches.

Complaints

Neighbor and tenant complaints may be made by filling out a Citizen Complaint Form at City Hall or by contacting the Inspector at 517/629-5535.

Clean-Up Projects

The Inspector coordinates a variety of City Clean-Up Projects, identifying locations and working with volunteers. Individuals and groups willing to volunteer for Clean-Up Projects are encouraged to call this

NOT INTO THE STREET. Raking leaves into the street creates a traffic hazard and can cause flooding and drainage problems. Children sometimes play in the leaves, creating a very dangerous situation when the leaves are piled in the street. Please do not put bagged leaves together with loose leaves; bagged leaves are picked up at a later date.

What about Clean-Up Day?

The City's annual Clean-Up Day is usually held in late April or early May. The City contracts with BFI Waste Systems to provide this service, which allows residents to dispose of larger items by placing them on the curb for pickup.

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PARKS DIVISION

510 Haven Road
Albion, MI 49224

Parks Superintendent:

Telephone: 517/629-9313

The mission of the Parks Division is to provide attractive, safe and well-maintained parks and facilities, offering a wide variety of recreational opportunities for all ages.

Victory Park and Rieger Park

Covering 48 acres just south of downtown Albion, these adjoining riverbank parks include a waterfall, a wooded area, a natural spring and a formal garden. Victory Park was named at the conclusion of World War I; Rieger Park was named for Hugo A. Rieger. Recreation offerings include a bandshell, baseball and football fields, courts for shuffleboard, basketball and volleyball, a sledding hill, a skating pond, a fitness trail and a Recreation Pavilion. Restrooms are available. The Recreation Pavilion may be rented for use by groups or individuals; contact the Public Works Department at 517/629-5535 if you would like to reserve the Pavilion.

Harris Field

This 5.1-acre park on Albion's west side includes a lighted baseball field, a concession stand, a picnic area and a playground. Restrooms are available.

Ketchum Field

Located on Albion's east side, Ketchum Field's 4.4 acres include a lighted softball field, a concession stand, a playground, a volleyball court and a basketball court. Restrooms are available.

Crowell Park

This 2-acre hillside park on North Superior Street, donated by early Albion mill owner Jesse Crowell, is the site of Albion's water tower.

Holland Park

Built on the old West Ward School site, Holland Park's 6.4 acres offer basketball and tennis courts, a picnic shelter, a playground, and a memorial to Robert Holland, Sr., who was instrumental in abolishing segregation in Albion. A restroom is available.

McAuliffe Park

- This heavily-used park next to Harvard Industries features 10 acres with a baseball field, a basketball court, a picnic area, a playground and a flower garden. The park was named for former Mayor Daniel M. McAuliffe. Restrooms are available.

McIntosh Park

Named for James McIntosh, Albion's first African-American councilman, McIntosh Park is located at State Street and Hoaglin Drive and has basketball courts, a picnic shelter, a playground and a sandlot ballfield. Restrooms are available.

Washington Street Park

This riverside park, bordered by North Eaton, Pearl and Washington Streets and the Kalamazoo River, offers fishing and picnic areas.

Barnes Park

West of Superior Street along Water Street, Barnes Park has a fishing pier, a boat launch with water skiing buoys and picnic areas. The park is named for Truman Barnes, a longtime advocate of river clean-up.

McClure Park

The 30 acres of this natural riverfront park feature hiking trails, a picnic area, fishing and an old train trestle, currently under repair. The park's grounds run from Albion Street near Brownswood Road to the city limits along the north and south sides of the Kalamazoo River. Further plans are being made to enhance this park, named for former Mayor Jack McClure.

Bournelis Park

This small downtown park at East Cass and Superior Streets offers benches on the riverfront. The park was named for Pete Bournelis, a local shoe merchant.

Molder Park

Located across from the Post Office, this downtown park features the American Molder statue, erected in 1974 to honor the community's craftsmen and laborers. The statue is said to be modeled after a photograph of John Passmore, a molder at Gale Manufacturing and Ideal Castings.

Gold Star Park

This park, located at Five Points (Michigan Avenue and Clark Street), serves as a memorial to local lives lost in war.

Lloyd Park

This riverfront park off of East Cass Street has a fishing pier, benches and memorial tree plantings. The park is named for industrialist and civic leader Thomas T. Lloyd.

Stoffer Plaza / Market Place

Located just east of downtown and named for William R. Stoffer, this riverfront park features a natural spring and a large outdoor marketplace with parking. The Farmer's Market is held here (in season) on Wednesday and Saturday mornings.

Porter Street Canoe Dock

This small park offers a canoe landing.

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RIVERSIDE CEMETERY

1301 S. Superior Street
Albion, MI 49224

Cemetery Superintendent:

Telephone: 517/629-2479

Designated an historic site by the Michigan Preservation Office and placed on the State Register of Historic Sites in 1996, Riverside Cemetery is devoted to the repose of the dead and dedicated to serving families and preserving memories. The Cemetery Division maintains Riverside Cemetery as a monument to Albion's history, preserving historical records, protecting the Cemetery's natural beauty and performing interments in an expedient, dignified manner.

Cemetery staff are happy to assist the public with genealogical research, sales of lots and burial arrangements.

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ALBION DEPARTMENT OF PUBLIC SAFETY

112 W. Cass Street
Albion, MI 49224

Director: Chief L.J. McKeown, Jr.

Secretary: Carol deNicola

Telephone: 517/629-3933

Emergencies Only: 911

FAX: 517/629-2609

Silent Observer: 517/629-2700

The Albion Department of Public Safety (ADPS) provides police and fire protection for the City of Albion. Community Officers provide targeted law enforcement services to public housing and subsidized housing neighborhoods. A School Liaison Officer assigned to Albion Junior High School and Albion Senior High School coordinates law enforcement and crime prevention efforts with the public schools. ADPS K-9 units offer additional community protection by assisting in detection of illegal drugs and apprehension of suspects.

ADPS values citizen participation. **Silent Observer** (629-2700) allows citizens to report information about crimes without leaving a name. **Neighborhood Watch** programs are encouraged and supported by the Department of Public Safety. A new **Senior Citizens Volunteer Program** will help the department in answering phones, greeting the public and furthering community relations. Young people between the ages of 14-21 may participate in the **Explorer Program** to learn more about law enforcement. Call the Department for information on any of these programs.

Drug enforcement is a priority of ADPS. Successful anti-drug operations have resulted in forfeitures

that help pay for further drug enforcement activities. Drug forfeiture funds have been used to purchase equipment and educational materials and to finance undercover operations.

Fire Prevention services include smoke alarm inspections, fire prevention education programs and fire code compliance inspections. If you know of someone who needs a smoke alarm and is not able to afford one, contact the Fire Inspector (629-3933) to see about having a smoke alarm donated.

Home and business alarms may be wired directly to the dispatch offices of ADPS, or you may select an alarm company that will contact ADPS in the event of an alarm. Contact Safety Systems of Jackson for alarms that ring directly into ADPS; contact the alarm company of your choice for other options.

Public emergency operations are coordinated with Calhoun County. Sirens are used to signal a tornado warning (a straight, solid tone) or a general alarm fire. Siren tests are done every Saturday at 1 p.m.

Bicycle licensing is done at the front desk during regular business hours. Licenses should be renewed each year. A license currently costs \$1.00. ADPS also handles complaints about lost or stolen bicycles. After 30 days, unclaimed bicycles are donated to charity.

Dog complaints are handled by Public Safety. Stray dogs picked up by ADPS officers are turned over to the Calhoun County Animal Control Officer.

Burning permits are issued in accordance with new state regulations on open burning. Permits are issued at the front desk from March 15 through April 14, and also from October 1 through November 30.

ADPS has taken an aggressive approach to the problem of **inoperable vehicles and abandoned vehicles** within the corporate City limits. Any questions about the ordinance governing inoperable vehicles should be directed to ADPS personnel.

The Department is happy to provide speakers to area organizations. Call 629-3993 to see about scheduling a representative from ADPS to speak to your organization.

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ALBION RECREATION DEPARTMENT

112 W. Cass Street/P.O. Box 90
Albion, Michigan 49224

Director: Tillman Cornelius

Telephone: 517/629-5535

FAX: 517/629-2238

The Albion Recreation Department offers a wide selection of year-round recreational activities for all ages. Following is a list of activities that are tentatively planned for 1997, including the month in which each activity begins. For a detailed listing of activities, dates and fees, contact the Recreation Department.

WINTER

Elementary/Junior High Basketball (November); Senior High Basketball (November); City Industrial Basketball (November); City 'A' League Basketball (November); 30 & Older Basketball (November); Ice Skating (December); Senior Citizen Christmas Party (December); Co-Ed Volleyball (December)

SPRING AND SUMMER

Summer Feeding Program (June-August)

Sponsored by the USDA and free to all children up to 18 years old. Sites: Victory Park, Crowell School, Lewis Chapel Church, Albion Senior High School

Baseball and Softball

City Softball (May); Church Softball (May); Willie Mays League Baseball (April); Tee-Ball (May); Girls Softball (May); Pee Wee Reese Baseball; Sandy Koufax Baseball; Mickey Mantle Baseball; Willie Mays Baseball; Women's Fast Pitch (June)

Swimming

Elementary and Junior High Open Swimming (June); Adult Swimming (June)

Basketball

Elementary/Junior High Summer Basketball (May); High School Summer Basketball (May); Adult Men's Summer Basketball (June)

Other Sports

Mat Cat Wrestling (March); Sand Volleyball (June); Hershey Track & Field (June); School Age Tennis (June); Cheerleading and Tumbling (June); Senior Citizens Shuffleboard (May); Summer Playground Program (June, for McIntosh Park neighborhood only)

Other Activities

Easter Egg Hunt (Saturday before Easter); Father/Daughter Dance (April); Mother/Son Dance (June)

FALL

Open Recreation (October); Jr. High Flag Football (September); Elementary Flag Football (September); Punt, Pass & Kick Competition (September); Men's Fall Softball (August); Co-Ed Softball (August); Halloween Skating Party (October)

Albion Senior Center

The Albion Senior Center at 115 N. Superior Street is supervised by the Community Action Agency, but the Albion Recreation Department plays an important role in helping to sponsor its programs for senior citizens, including trips, dances, parties and other activities. Partial funding for Senior Center programs and staff comes from the Recreation Department's budget. The supervisor of the Albion Senior Center is Essie Curtis, 517/629-9733.

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ALBION PUBLIC LIBRARY

501 S. Superior Street
Albion, MI 49224

Director: Karen Sherrard

Children's Librarian: Josie Duncan

Administrative Assistant: Kathleen Seidl

Telephone: 517/629-3993

FAX: 517/629-5354

Recreation Fees

Softball - City League

Men \$240

Women \$175

Church Softball League \$180

Women's Fast Pitch League \$125

Co-ed Softball League Entry Fee \$100

Softball Per-Player Fees

Resident \$5

Non-Resident \$10

Girls Softball Per-Player Fee \$6

Boys Baseball Per-Player Fee \$6

Concession Stand Annual Fee \$75

Adult Touch Football Entry Fee \$50

Adult Touch Football Per-Player

Resident \$5

Non-Resident \$10

Basketball - City League \$200

Basketball - 30 & Over League \$150

Basketball - Summer Adult League

Entry Fee \$125

Basketball - Industrial League

Entry Fee \$150

Basketball Per-Player Fee

Resident \$5

Non-Resident \$10

Basketball Per Player Fee

Senior High - Per Player \$7

E-mail: albion@monroe.lib.mi.us

Internet Site: <http://www.forks.org/library>

Library Hours

Monday 10 to 9
Tuesday 10 to 9
Wednesday 10 to 7
Thursday 10 to 7
Friday Closed

Saturday 1 to 5
Sunday 1 to 5

Local History Room Hours*

Tuesday 12 to 5
Wednesday 12 to 5
Thursday 12 to 5

*Sometimes open additional hours. Please call.

The Albion Public Library serves the educational, recreational and cultural needs of the community. Along with providing books, videos, audiocassettes and other library materials, the Library offers educational programming for children and adults and serves as a depository for local history information. The library has taken a leading role in making electronic information accessible to Albion area residents by joining with other community organizations to form the Forks Initiative, an effort funded by the W.K. Kellogg Foundation. The Forks Initiative established Albion Community Internet Access in 1995.

Programs for Children

Storytimes appropriate for ages 3 to 7 are offered three times weekly: Tuesdays from 7-8 p.m. and Wednesdays from 10-11 a.m. and 2-3 p.m. The Children's Librarian also makes visits to Johnson Child Care Center for special storytimes. Summer Reading Club, appropriate for ages 3 to 12, is held each summer from May through July.

Programs for Adults

The Library Patron Coffee is held the first Thursday of each month (except July and August) at 10:15 a.m. and features speakers and refreshments. Brown Bag Movies every Wednesday at 12:15 p.m. feature videos on a variety of subjects; coffee is provided and viewers are invited to bring a lunch.

Local History Room

Staffed by a part-time local historian, the Local History Room contains materials for genealogical and local history research. In 1996, the Local History Room began integrating the records of the Albion Historical Society into its archives.

Albion Community Internet Access

Since 1995, dial-in Internet Access has been available to Albion residents through the Forks Initiative. Grant funding and local donations helped pay for the initial equipment and 11 modem lines. The service has been so popular that the community added 11 more lines in 1996 for a total of 22. Area residents with the necessary equipment may apply for an Internet password at the Library that will allow them to connect from home or office; others may use computers at the Library to access the Internet. The Friends

of the Albion Public Library have sponsored an ongoing series of Internet training classes; call the Library for information on the next set of classes.

Library Computers

The Library has several computers for public use, both Macintosh and PC. Internet computers and computers for word processing and other applications are available in the Adult Room and the Children's Room.

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ECONOMIC DEVELOPMENT CORPORATION (EDC)

TAX INCREMENT FINANCE AUTHORITY (TIFA)

941 Austin Avenue/P.O. Box 725
Albion, Michigan 49924

Executive Director: Margaret Sindt
Administrative Assistant: Alfredia Dysart

Telephone: 517/629-3927

FAX: 517/629-3929

E-mail: psindt@forks.org

Internet Site: <http://www.forks.org/econdev/>

The Economic Development Corporation (EDC) works to recruit new business to the Albion area and works with existing Albion companies to meet a variety of issues and challenges in the modern business world.

The Tax Increment Finance Authority (TIFA) plans and administers economic development activities in a special district encompassing the Albion Industrial Park and the surrounding area. Tax revenues from this area are used by TIFA to fund economic development projects.

What is the EDC's relationship with the City?

The Mayor appoints the EDC/TIFA board, subject to Council approval. The City Council approves the EDC's Executive Director and the EDC's budget, although funding for the EDC does not come from the City. The EDC and TIFA are funded mainly by TIFA taxes and rental properties, with additional revenue sometimes coming from grant monies.

What kinds of businesses has the EDC recruited lately?

Two companies recruited in 1996 were Waterborne Environmental Technologies, manufacturers of a water-based epoxy paint, and Jilco Inc., a metal fabricating company.

How can the EDC help my business?

The EDC's focus is on recruiting and assisting industrial and commercial businesses. Retention services include referring companies to the appropriate agencies to meet their needs and resolve problems. Those needs might include getting grants to pay for training programs; coping with environmental issues; or preparing tax abatement paperwork.

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ALBION COMMUNITY ACCESS

c/o Albion Volunteer Service Center
203 S. Superior Street

Albion, MI 49224

Board President: Jack Hill

Telephone: 517/629-3981

Albion Community Access is a nonprofit corporation that contracts with the City of Albion to provide municipal and educational access television programming. Albion Community Access provides programming for Albion's Municipal Channel (Horizon Cablevision Channel 12) and Albion's Educational Access Channel (Horizon Cablevision Channel 60).

Channel 12 offers programming relating to City Government in Albion, including a City Calendar and live broadcasts of City Council Meetings. Channel 60 is being programmed as a Public Access channel and will include a wide variety of programming.

The equipment used by Albion Community Access belongs to the City of Albion; Albion Community Access manages the equipment in order to make it available for community members who would like to create programming for Channel 60. Training is available; contact Jack Hill for details.

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CITY BOARDS AND COMMISSIONS

City Hall
112 W. Cass Street
Albion, MI 49224

City Council

1st and 3rd Mondays, 7:00 pm
Council Chambers, 112 W. Cass Street

Downtown Development Authority

2nd Tuesday, 7:30 am
Mayor's Office, 112 W. Cass Street

Economic Development Commission

2nd Wednesday, 7:30 am
EDC Office, 941 Austin Avenue

Albion Zoning Board of Appeals

2nd Wednesday, 5:00 pm
Mayor's Office, 112 W. Cass Street

Albion Planning Commission

3rd Tuesday, 7:00 pm
Mayor's Office, 112 W. Cass Street

Cable TV Committee

3rd Thursday, 7:00 pm
Mayor's Office, 112 W. Cass Street

Albion Public Library Board

4th Tuesday, 7:30 pm
Albion Public Library, 501 S. Superior Street

Board of Review

Third week of March
City Hall, 112 W. Cass Street

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112 W. Cass Street
Albion, MI 49224

517/629-5535

Built on land donated by Harry B. Parker, a prominent industrialist and civic leader, Albion's City Hall was completed in 1936. The Georgian Colonial Revival style building was designed by Albion native Frank E. Dean, who was also the architect for Bellemont Manor. An elevator was installed recently to make the sixty-year-old building more accessible, and a ramp on the north side of the building allows for wheelchair access from N. Clinton Street.

The ground floor of the main building houses the Mayor's office and Finance Department. The Assessor's Office, Recreation Department, City Inspector and Planning and Community Development Department are located in the basement of City Hall. The City Manager's Office, Human Resources Department, Department of Public Works and City Council Chambers are on the second floor.

The east wing of the building houses the Department of Public Safety, including administrative offices, interview rooms, the Detective Bureau, jail cells and the dispatch office. The west wing contains firefighting apparatus and offices for Fire Staff services and the Fire Marshall.

The City also maintains the Albion Train Depot at 300 N. Eaton Street, which is leased from the National Railroad Passenger Corporation. The Depot had closed in 1971, but after a community-wide effort involving The Albion Civic Foundation, Friends of the Depot, the Chamber of Commerce, Albion College and other local groups and individuals, the Depot was renovated and reopened in 1986. The Depot provides a waiting area for Greyhound and Amtrak passengers and houses the Mowrer Insurance Agency, which subleases space from the City. Bus tickets may be purchased from the Mowrer Agency.

RETURN TO TABLE OF CONTENTS**IMPORTANT ORDINANCES TO KNOW**

The City of Albion has quite a few regulations contained in the Municipal Code, but here are a few ordinance provisions of which all residents should be aware.

Property owners are responsible for removing snow from their adjoining sidewalks within 24 hours of a snowfall.

Property owners should not place snow in the street when removing it from driveways and sidewalks.

Many home improvement projects require permits. Please check with the City Inspector before starting such projects.

Property owners or occupants are not allowed to park or store an abandoned vehicle on their property for more than 72 hours. An abandoned vehicle is defined as any motor vehicle that is wrecked, junked, dismantled, partially dismantled, inoperative, abandoned or discarded.

Property owners or occupants are not allowed to park vehicles in the front lawn area (except in an improved and defined driveway).

Property owners or occupants are not allowed to permit weeds to grow in excess of 10 inches. If weeds are not cut after notice from the City, the City will cut the weeds at the owner's expense and charge a \$50 abatement fee.

Bicycle riding is not permitted on sidewalks in the downtown area.

Household refuse may not be stored for longer than one week. If refuse becomes offensive or a health hazard and is not disposed of after notice from the City, the City will have it cleaned up at the owner's expense and charge a \$50 abatement fee.

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1997 CITY FEES

Copy of City Charter \$15
Ordinance Book, Softbound \$50
Ordinance Book, Hardbound \$136
Ordinance Supplements \$40
Zoning Ordinance Book \$15

Ethnic History Book \$2.50
Ethnic History Book Mailed \$3

Non-Sufficient Funds Charge \$25

Voter Registration List \$.02/name
Voter Registration Mailing Labels \$.03/name

Copying Charges

For the Public \$1 first page, \$.15 ea. add'l pg

Assessment Cards \$2

Copies of Accident Reports \$2 first page, \$.25 ea add'l pg

Copies of Deeds \$2 first page, \$.25 ea add'l pg

Blueprints \$3

Faxing Charges \$1 first page, \$.50 ea add'l pg

Annual Licence Fees

Trash Haulers \$75

All Vehicles for Hire \$75

Taxi Drivers \$10

Mechanical Amusement Devices

(per device) \$25

Establishment Mechanical Amusement Device:

First Device \$50

2-4 Devices \$100

5-9 Devices \$250

10 or more Devices \$500

Establishment Musical Device \$50

Peddler or Solicitor (Resident) \$50

Peddler or Solicitor (Non-Resident) \$100

Cemetery Charges

Lot Purchase - Adult and Child

Albion Resident \$400

Non-Resident \$600

Lot Purchase - Child/Infant (4"x4")

Albion Resident \$250

Non-Resident \$400

Interment - Weekday

Adult \$325

Child \$250

Infant \$175

Cremains \$125

Interment - Holidays/Saturday

Adult \$425

Child \$375

Infant \$250

Cremains \$150

Overtime Fee \$50

Disinterment \$400*

*plus cost of vault company service

Foundations

(per square inch of marker

base size; no charge for 3" apron) \$.30/sq in

Building Department Charges for Books:

Plumbing Code Softcover \$33

Plumbing Code Looseleaf \$38

Electrical Code \$40

BOCA Building Code Softcover \$42

BOCA Building Code Looseleaf \$50

Mechanical Code Softcover \$32

Mechanical Code Looseleaf \$37

Property Maintenance Code \$20

CABO 1&2 Family Dwelling Code

Softcover \$33

Looseleaf \$39

Park Fees

Pavilion and Shelter Reservations \$35

Bandshell and Other Park Reservations \$35

Weddings (in addition to above) \$50

3/4 inch \$500

1 inch \$1000

1-1/4 inch \$1856

1-1/2 inch \$2320

2 inch \$5800

3 inch \$10,440

4 inch \$20,880

6 inch \$39,440

Sewer Connection Permit/

Inspection Fee \$30

Water Rate Structure

Demand Charge per billing (quarterly)

5/8 inch service \$5

3/4 inch service \$10

1 inch service \$20

1-1/4 inch service \$40

1-1/2 inch service \$50

2 inch service \$125

3 inch service \$225

4 inch service \$450

6 inch service \$850

Consumption Charge (per 100 cubic feet)

1 to 20,000 cubic feet \$.31

20,000 to 50,000 cubic feet \$.30

Over 50,000 cubic feet \$.29

Sewer Rate Structure

Demand Charge per billing (quarterly)

5/8 inch service \$5

3/4 inch service \$10

1 inch service \$20

1-1/4 inch service \$40

1-1/2 inch service \$50

2 inch service \$125

3 inch service \$225

4 inch service \$450

6 inch service \$850

Consumption Charge (per 100 cubic feet)

Used by City Resident \$1.26

Used by Non-Resident \$1.51

Other Fees

Driveway Entrance Permit \$30

Silt & Erosion Control Permit \$50

Annual Pass to Tree Dump

Residents Only \$5

License to Purchase Weapon \$5

Bicycle License \$1

Dog Licenses

Neutered/Spayed \$6

Not neutered or spayed \$15

Planning Department Permits/Fees

Variance - Residential \$50

Variance - Commercial/Industrial \$50

Special Use Permit and Amendments

to SUPs \$125

Re-Zoning Request \$150

Zoning Permit \$35

Planned Unit Development \$200

Subdivision Review \$50

Lot Splits \$50

Locate Lot Pins (not survey) \$20

Demolition Permit

Single Family Residential \$10/story

Multi-Family, Commercial,

Industrial \$2/100 sq ft, \$30/minimum

Moving Permit for Garage \$15

Moving Permit for Houses

(including modular homes) \$40

Transport Oversize Chattel Load

off State Roads \$20

Sign \$10

Fence \$10

Construction and Alteration Fees

New Single Family Residential

Building Permit \$30 plus \$.05/sq ft

New Multi-Family Residential

Building Permit \$30 plus \$2/\$1000 cost

New Commercial & Industrial

Building Permit \$30 plus \$2/\$1000 cost

Additions Permit Fee \$30 plus \$.10/sq ft

Reshingle more than 25% of roof \$20

Remove and shingle entire roof \$30 plus
\$2/1000 sq ft

Siding - nonstructural more than 25%

of wall area \$20

Structural Remodeling Building Permit \$30 plus \$2/1000 sq ft

Abatement Fee for Code Violations \$50

(grass, inoperable vehicle, trash)

Electrical Fees

Single family residential, change out single

circuit or replace single appliance,

only one inspection required \$25

Electrical base fee \$30

Complete house wiring

(3 inspections) \$75

Mechanical base fee \$30

Plumbing base fee \$30

Special inspection \$30

Library Fees

Non-Resident Library Card \$40/year

Internet Password Fee

Resident \$25/year

Non-Resident \$100/year

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A BRIEF HISTORY OF ALBION

compiled by Karen Bartels, Local Historian, Albion Public Library

Tenney Peabody, Albion's first permanent settler, arrived at 'The Forks' in 1833. In 1835, Mrs. Peabody named the area 'Albion' because some of the early settlers, including Jesse Crowell, hailed from Albion

Township, New York. ('Albion' won out over 'Peabodyville,' Mrs. Peabody's first choice.) The Wesleyan Seminary, later to become Albion College, was established in Albion in 1839.

A robust farming community developed in the area, and industry soon followed. The arrival of the railroad in Albion in 1852, along with the fact that the two forks of the Kalamazoo River converge here, led to the establishment of many mills, industries and foundries.

German immigrants arrived here in the 1860s seeking freedom and an opportunity to better themselves. A small number of Greek families moved to Albion in the late 1800s to start their own businesses. Italian immigrants arrived in Albion around the turn of the century, finding work in Albion's foundries and sending home for relatives to join them. Jewish families moved to Albion in 1911 and 1933.

The Albion Malleable Iron Company recruited Russian workers from the New York area in 1907. After World War I, the growing company recruited African-Americans from Florida and southern Alabama, and, in the 1940s, Mexican-Americans from Texas. With these new workers came entire extended families, adding to the ethnic and cultural diversity that has become a defining characteristic of Albion. This diversity is celebrated each September with 'The Festival of the Forks,' featuring multicultural foods, crafts and entertainment.

Read more about Albion in the following books, available in the Library's Local History Room:

History of Calhoun County, Michigan, 1830-1877 (1877)

Portrait and Biographical Review of Calhoun County, Michigan (1891)

History of Calhoun County, Michigan by Washington Gardner (1913)

Albion's Milestones and Memories, compiled by Miriam E. Krenerick (1932)

Albion College, 1835-1960: A History by Robert Gildart (1961)

A Young Man in Albion Village, transcribed by Audrey K. Wilder (1975)

An Ethnic History of Albion by Judy Powell (1978)

The Albion College Sesquicentennial History, 1835-1985

by Keith J. Fennimore (1985)

A Michigan Childhood: The Diaries of Madelon Louisa Stockwell

edited by Leslie Dick (1988)

A Short History of Albion, Michigan by Mary Reed Bobbitt (1990)

History of Albion, Michigan: From the Archives by Frank Passic (1991)

A History of the Albion Public Schools by Frank Passic (1991)

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Some Important Dates in Albion's History

1833 Tenney Peabody is Albion's first permanent settler
1838 Jesse Crowell named Postmaster of first Post Office
1839 Wesleyan Seminary established in Albion
1850 First public school founded
1855 Albion incorporated as a Village
1865 First City Charter adopted
1885 Albion incorporated as a City; City water system begun
1903 First pavement laid
1908 Kalamazoo River flood ruins several bridges
1917 Carnegie Library built
1925 First City hospital opens
1960 Present City Charter adopted
1967 First Festival of the Forks
 Albion Community Hospital built
 Albion Senior High School built
1968 Gardner House Museum opens
 Albion Civic Foundation established
1971 City Income Tax Adopted
1974 Albion named All-America City
1975 Albion Public Library addition completed
1981 Council approves Public Safety concept
1985 Martin Luther King, Jr. Highway designated
1986 Train Depot renovated
1993 Superior Street rebricked for the second time
1996 Riverside Cemetery designated an Historic Site

E. 6
02/97

City Attorney

Human Resources Department

Assessing Department

City Clerk/Treasurer/Finance Director

Planning and Community Development

City Inspection Department

Department of Public Works

Parks Division

Riverside Cemetery

Albion Department of Public Safety

Albion Recreation Department

Albion Public Library

Economic Development Corporation

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ALBION CITY COUNCIL

112 W. Cass Street

Albion, MI 49224

Mayor: Kim Tunnicliff, 517/629-8184 (term expires December 1998)

• **District 1:** Lola Turner, 517/629-9391 (term expires December 1998)

District 2: Robert Thomas, 517/629-4996 (term expires December 1998)

District 3: Ken Waito, 517/629-9765 (term expires December 2000)